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ABSTRACT

The purpose of this guide is to assist health care agencies and educational institutions to prepare an application for approval by the Pennsylvania Department of Education and the Pennsylvania Department of Health to train nursing aides for long-term care and home health agencies. Types of materials provided include definitions, a sample application form for program approval, instructor's certification form, and a curriculum plan. An application for approval of a course for educating nursing assistant personnel and home health aides in long-term care facilities presents information on the legal purpose for certification, where to obtain application forms, application evaluation team, application information needed for approval, application form data, instructor's certification form data, curriculum hours data, student performance checklist data, method for maintaining student records, evaluation plan, planning, documentation of course of study, implementing instruction, admission criteria, and quarterly evaluation and approval of the application. A graduate information form is included. Appendixes include a student performance checklist and sample syllabus and lesson plans. (YLB)

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A Guide
for
Preparing the Application
for
Program Approval
for
Certification
of
Nursing Assistants for Long Term Care Agencies
and
Home Health Aides
in
Pennsylvania

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Pennsylvania Department of Education

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Department of Education
Margaret A. Smith, Secretary

Office of Basic Education
D. Kay Wright, Commissioner

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Harrisburg, PA 17126-0333

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FORWARD

The Pennsylvania Department of Education, in cooperation with the Pennsylvania Department of Health, appreciates the time and valuable information garnered from a task force that provided technical assistance for the preparation of a plan to approve educational agencies to certify nurse aides for long-term care agencies and home health aides. The application and guidelines for the preparation of the information has been shared with the members of the task force: Judy Klinefelter, R.N. and Dr. Cheryl Boyer, R.N., Pennsylvania Nurses Association; Lois Lang, R.N., former Health Occupations teacher and supervisor of cooperative education, Central Montgomery County Area Vocational-Technical School; David Keller, Executive Director of the Pennsylvania Association of Nonprofit Homes for the Aging; Mary Pera, Executive Director, Pennsylvania Association of Home Health Agencies (Lucille Gough, R.N. and Janice Carmen, R.N. from the Visiting Nurses Association represented PAHHA on the task force); Mr. Curtis Jennings, Director of the Division of Primary Care and Home Health Services, Pennsylvania Department of Health and Shirley Remus, R.N., Quality Assurance, Pennsylvania Department of Health.

Mr. John Buck, Executive Director of Central Homemaker Services, reviewed the proposal.

With the extensive use of nursing aides in long-term care facilities, many states, as of this date, currently legislate training for nurse aides. Many states license and/or certify the graduate to indicate successful completion of an approved training course. The Department is grateful that New Jersey and Illinois shared their legislation and courses of study. The state of Florida not only shared their materials but provided us with the pros and cons of administering a test for licensing nurse aides. The federal government is considering federal regulations that would specify nursing assistants employed by nursing homes would have to complete an approved nursing assistant program and be issued a certificate prior to being employed.

This guide, as the name implies, is only for those educational agencies who wish to have their graduates certified and prepared for those employers who want applicants with prior training.

The material has been reviewed and edited by the Legal Division of the Pennsylvania Department of Education and has the endorsement from the Pennsylvania Department of Health, Division of Primary Care and Home Health Services.

INTRODUCTION

The purpose of this guide is to assist health care agencies and educational institutions to prepare an application for approval by the Pennsylvania Department of Education and the Pennsylvania Department of Health to train nursing aides for long-term care and home health agencies. This document is not a regulation.

Many health care agencies supplying care for the elderly and others who have need of long-term care in Pennsylvania have indicated the need to employ individuals who have met minimum educational competencies. In keeping with the philosophy of vocational education, hopefully the client who receives the care and the agency who hired the aide will benefit.

The area vocational schools, through Chapter 6 regulations, require occupational advisory committees to work cooperatively with the school in the development of vocational programs. This guide does not in any way supplant Chapter 6 regulations. Hopefully, the advisory committees will provide technical advice to those public schools that seek vocational education approval for the program.

Planned courses can be illustrated through a syllabus. The appendix provides exhibits of a syllabus that contains the components of a planned course, a lesson plan and a performance checklist.

Schools require the mutual cooperation of the educator and the administration to be effective and beneficial to the students. Therefore, special consideration for planning is important.

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DEFINITIONS

Nursing Assistant and/or Aide - Performs uncomplicated tasks and personal care related to to patient (client) care in long-term care agencies under the supervision of a registered nurse or licensed practical nurse.

Home Health Aide - Provides companionship and assists the client with personal care and maintenance of daily living activities in the home under the supervision of a registered nurse or a licensed practical nurse.

Applicant - The name of the agency requesting approval of the educational plan.

Client and/or Patient - The individual to whom the services are provided.

Clinical Education - Contractual agreement between the agency and the school/educational institution permitting the instructor and students to use their resources to teach reality orientation of the application of the skills and principles the student has learned in the lab and classroom. These experiences must be supervised and directed by the instructor. The educator is responsible for the education of the student and the health care agency is responsible for the client.

Return Demonstration - A term used to describe the student's ability to perform a skill in the lab after the teacher has demonstrated the task.

Shadowing - A term used in clinical education when the student only observes and does not have any direct hands-on experience with the client.

PENNSYLVANIA DEPARTMENT OF EDUCATION
in cooperation with the
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APPLICATION FOR APPROVAL:

____ Course for educating Nursing Assistants--Long-Term Care Agencies

____ Course for educating Homemaker - Home Health Aide

Instructions: Submit five (5) copies in accordance with the guidelines.
Retain last copy for your records.

Please Type

Name and address of applicant

Mail to: Program Specialist
Health Occupations Education
PA Department of Education
Bureau of Voc. & Adult Ed.
333 Market Street
Harrisburg, PA 17126-0333

From:

total course hours | date course begins | number of students

number of classroom hours | number of supervised clinical hours

location of classroom (room number and address if different from above)

name

address

telephone:

location of supervised clinical instruction

name

address

telephone:

unit:

Person to contact for additional information | telephone number

Name of administrator | signature | date

FOR STATE USE ONLY

Approved by: date

date

date

INSTRUCTORS' CERTIFICATION

INSTRUCTIONS: Submit five (5) copies in accordance with the guidelines. Retain a copy for your records.

Name of applicant:
Address:

Name of instructor: _____

Certified in PA to teach: _____

Current PA Professional Nurse Registration Number: _____

Years of experience _____ type (mark all that apply) of setting:

Acute care agency _____ Area of specialty _____

Rehab center _____ Geriatric center _____ Public health _____

Other _____

List all other instructors and guest lecturers.

Name: _____ Specialty _____

Area of certification _____

Name: _____ Specialty _____

Area of certification _____

Name: _____ Specialty _____

Area of certification _____

Name: _____ Specialty _____

Area of certification _____

Note: Some specific homemaking skills can best be taught by a home economist.

I certify that the above information is correct and each individual listed meets the requirements as stated in the guidelines.

_____

Signature of program administrator date

PA DEPARTMENT OF EDUCATION AND PA DEPARTMENT OF HEALTH

CURRICULUM HOURS

INSTRUCTIONS: Indicate the number of hours of classroom and supervised clinical instruction for each terminal objective and contributing objective. Submit five (5) copies in accordance with guidelines. Retain a copy for your files.

PERFORMANCE OBJECTIVES	INSTRUCTIONAL HOURS Classroom	Supervised Clinical
1.1 Functions as an aide on the health care team within the legal and ethical standards set forth by the health care professionals.	_____	_____
1.1.1 Identifies the differences between long-term care and home health care.	_____	_____
1.1.2 Demonstrates ethical behavior by maintaining the standards set forth by the policies of the clinical agency and the patient's bill of rights.	_____	_____
1.1.3 Maintains appropriate dress and personal hygiene to function with the health care team.	_____	_____
1.2 Demonstrates effective communications.	_____	_____
1.2.1 Demonstrates effective verbal and nonverbal communication in keeping with their role on the clinical unit with patients and their families.	_____	_____
1.2.2 Writes observations when assigned by a professional nurse using appropriate medical terminology in completing assignments.	_____	_____
1.2.3 Observes and reports patient behavior to the nurse in charge.	_____	_____
1.2.4 Demonstrates communication skills with the deaf, blind, confused and other special populations.	_____	_____

1.3 Identifies the structure of the human body, its systems, and functions. _____ _____

1.3.1 Identifies the basic structure and function of the body systems. _____ _____

1.4 Applies the principles of basic nutrition in the preparation and serving of diets. _____ _____

1.4.1 Recalls general principles of basic nutrition. _____ _____

1.4.2 Identifies the basic nutrients and their use in the body. _____ _____

1.4.3 Reads the instructions for special diets and prepares the food as instructed. _____ _____

1.4.4 Identifies cultural variation in diet. _____ _____

1.4.5 Prepares attractive trays and serves the food in a pleasing manner. _____ _____

1.4.6 Feeds clients when necessary. _____ _____

1.4.7 Describes potential dietary problems in the elderly. _____ _____

1.5 Maintains a safe, clean, healthful and pleasant environment. _____ _____

1.5.1 Describes a comfortable, attractive, and practical room for the client in terms of the furniture, space, personal-care items, temperature, humidity and ventilation. _____ _____

1.5.2 Adapts a home type setting to fit the need of the client. _____ _____

1.5.3 Describes how a client's privacy can be protected. _____ _____

1.5.4 Demonstrates how to make a client's room safe. _____ _____

1.5.5 Explains steps to take in case of an accident in the home or in the long-term care agency. _____ _____

1.6 Demonstrates the general principles of cleanliness (asepsis). _____ _____

1.6.1 Describes the cause of infections. _____ _____

1.6.2 Lists examples of microorganisms associated with everyday living. _____ _____

1.6.3 Identifies principles of medical asepsis. _____ _____

1.6.4 Identifies the infectious process and modes of transmission of disease. _____ _____

1.6.5 Demonstrates handwashing and isolation technique in the home and in the long-term care agency. _____ _____

1.6.6 Performs basic sterilization techniques. _____ _____

1.7 Provides for the basic physical and comfort needs of the client. _____ _____

1.7.1 Makes different types of beds depending on the need of the client. _____ _____

1.7.2 Provides the client and/or resident with personal care. _____ _____

1.7.3 Safely positions the client for comfort and/or therapeutic reasons. _____ _____

1.7.4 Demonstrates proper body mechanics when lifting the client. _____ _____

1.7.5 Demonstrates personal care for the client to promote good hygiene. _____ _____

1.8 Safely performs the many routine fundamental procedures having to do with the physical, rehabilitative, recreational, and health of the client. _____ _____

1.8.1 Measures and records accurately the vital signs. _____ _____

1.8.2 Provides for elimination and the collection of specimens. _____ _____

1.8.3 Positions the patient using good body alignment. _____ _____

1.8.4	Provides range of motion of exercise as instructed by the therapist or the professional nurse.	_____	_____
1.8.5	Assists with recreational and rehabilitative activities of daily living for the elderly in their home and in the long-term care agency.	_____	_____
1.8.6	Assists with physical and diagnostic examinations.	_____	_____
1.8.7	Assists the client with self administration of prescribed medication in the home.	_____	_____
1.8.8	Demonstrates the skills needed to perform specialized simple procedures as directed by the professional nurse.	_____	_____
1.8.9	Applies protective restraints as ordered.	_____	_____
1.9	Identifies the psychosocial, emotional and physical process of the aspects of aging.	_____	_____
1.9.1	Describes the personality and attitude changes in the elderly.	_____	_____
1.9.2	Discusses their own feelings and attitudes toward the elderly in general, death and the terminally ill.	_____	_____
1.9.3	Discusses the stages of dying.	_____	_____
1.9.4	Discusses various ways to help the family when a terminally ill person is being cared for in the home.	_____	_____
1.9.5	Describes how the aide can help or assist with the spiritual, emotional and physical needs of the terminally ill client.	_____	_____
1.9.6	Assists with the preparation of the body after death.	_____	_____
1.9.7	Discusses the effect of aging on the physical body.	_____	_____

1.10 Demonstrates basic emergency care. _____ _____

1.10.1 Recognizes what constitutes an emergency in the home or in the institution. _____ _____

1.10.2 Reports emergencies accurately and immediately. _____ _____

1.10.3 Provides standard first aid as instructed in an approved first aid course. _____ _____

1.10.4 Performs C.P.R. _____ _____

1.11 Acquires the proper attitude of an employee hired by an employer who provides service to people. _____ _____

1.11.1 Seeks an interview for a job. _____ _____

1.11.2 Prepares a resume. _____ _____

1.11.3 Role plays an interview. _____ _____

1.11.4 Enters the Job Seeking Contest for HOSA. _____ _____

Evaluation Criteria
for Approval of Application for
Nursing Assistant - Long-Term Care Facility
and
Home Health Care Aide Courses

Applicant

Met	Not Met		
		1.	Application form is complete. All items are answered. Comments:
		2.	Qualification of Instructors: Minimum experience requirements Copy of PA license attached Instructor to student ratio is within the maximum limit. (Classroom 1-20, Clinical 1-10) Comments:
		3.	Qualification of guest speakers are listed. Comments:
		4.	When applicable, copies of written agreements, contracts or documentation of arrangement are attached for: Classroom facilities Clinical education in long-term care facilities and home health agencies licensed by PA Department of Health Narratives about student records, evaluation plan, planning and admission policy, etc. Other(s) specify Comments:
		5.	Curriculum Total hours meet the minimum number (120) Supervised clinical instruction equals 50% of course time. Starting and ending dates are within the prescribed time. The performance checklist is attached. A sample lesson plan is attached. A syllabus is attached. Comments:

PENNSYLVANIA DEPARTMENT OF EDUCATION
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GUIDELINES FOR SUBMITTING APPLICATION FOR APPROVAL OF A COURSE FOR EDUCATING NURSING ASSISTANT PERSONNEL AND HOME HEALTH AIDES IN LONG-TERM CARE FACILITIES

1.1 The Standards for Licensure of Long-Term Care Facilities defines ancillary nursing personnel as unlicensed workers employed to assist licensed nursing personnel, who have completed an approved training course. The Pennsylvania Department of Education and the Pennsylvania Department of Health have cooperated in establishing a training course for ancillary nursing personnel. Under the standards, it is required that quality review visits to each training site be made to assure that ancillary nursing personnel have attained a specific level of competency. These guidelines will only address the establishment of a training course. State and federal laws require employees (home health aides or ancillary nursing personnel) to be graduates of an approved program are: PA Health Care Facility Act of July 19, 1979 (P.L. 130) (Chapter 8) 35 P.S. §448.101; 42 CFR - Public Health; Chapter 4 Health Care Financing - subpart L; 42 CFR subsection L - subparts 405.1202, 405.1227 and 405.1101. Since over 50% of the states in the United States have licenses and/or certification of aides, successful completion of programs established under these guidelines will provide the graduates of the approved courses an equal opportunity for employment in settings where aides function as ancillary nursing personnel.

1.2 Courses for nursing assistants in long-term care agencies shall not be a substitute for staff development or staff orientation. The long-term care facility shall continue its staff development and staff orientation programs as required by the Pennsylvania Department of Health.

1.3 A health care facility licensed by the Pennsylvania Department of Health or an educational institution approved by the Pennsylvania Department of Education may conduct a course for nursing assistants for long-term care facilities by submitting for approval the application and supporting documentation to the Department of Education 90 days prior to the proposed date of the first class. Reports of quality surveys may be taken into consideration in determining the appropriateness of a long-term care facility licensed by the Pennsylvania Department of Health for clinical education. The applicant may obtain application forms for the approval of the nursing assistant course for long-term care facilities by calling or writing to:

Program Specialist
Health Occupations Education
Pennsylvania Department of Education
Bureau of Vocational and Adult Education
333 Market Street
Harrisburg, PA 17126-0333
(717) 783-6965

1.4 Applications shall be evaluated on a quarterly basis by the Nursing Assistant Task Force Committee representing the Pennsylvania Department of Health, Pennsylvania Department of Education, along with a representative for Nursing Home Administrators, and a nurse representing a provider of long-term care. The task force reserves the right to request any information in addition to what is required by these guidelines in order to complete the review.

1.5 The applicant shall submit the following documents to the Department of Education:

1.5.1 Application Form (see 1.6).

1.5.2 Instructors Certification Form (see 1.7).

1.5.3 Curriculum Hours Form (see 1.8).

1.5.4 Student Performance Checklist (see 1.9). The applicant shall prepare the list of procedures for each performance objective.

1.5.5 Methods for maintaining student records, including attendance records, for each student (see 1.10).

1.5.6 Evaluation plan for each course (see 1.11).

1.5.7 Syllabus and lesson plans for implementing the curriculum - submit the syllabus and two lesson plans - not the total curriculum.

1.5.8 Items 1.5.1 through 1.5.4 shall be completed on the forms supplied by the Department of Education and all copies of the completed forms shall be returned to the Department of Education. Items 1.5.5 through 1.5.7 shall be described in a narrative which is further explained in the following pages. The applicant shall submit five (5) copies of each narrative.

1.5.9 In the event that the facility is providing more than one course in different locations, a separate application with supporting documentation (Items 1.5.1 through 1.5.7) shall be submitted for each location. For example, if a vocational school wishes to conduct training courses at several locations, Items 1.5.1 through 1.5.7 above shall be submitted for each location, even though the same curriculum may be used for each location.

1.6 <u>Application Form</u>

All the information requested in the application form shall be furnished by the applicant. The total course hours shall contain the total hours of the course; date course begins shall have month, date, and the year; number of students shall indicate the total number of students enrolled in the course; number of classroom hours and number of clinical hours shall specify the number of hours in each. Each applicant must supply the name and number of an individual who can be contacted for additional information regarding the program. The instructor or the administrator may serve as the "contact person." The application must be approved by both the

Department of Health and the Department of Education through the Task Force committee.

1.6.1 If the applicant intends to provide more than one course within a year, enter the starting dates in the date course begins space.

1.6.2 All copies of the completed form shall be returned to the Department of Education.

1.7 Instructor's Certification Form

The nursing instructor(s) shall be a registered professional nurse currently licensed by the Pennsylvania State Board of Nursing and with a minimum of three years of full-time or full-time equivalent, clinical experience in a health care facility, one year of which shall have been in such areas as rehabilitative or geriatric nursing or public health nursing. The minimum qualifications for nursing instructors shall apply to both clinical and classroom instructors. The name and license number of each nursing instructor shall be included on the Instructor's Certification Form. Teachers certified by the Department of Education to teach health assistants or nursing assistants are qualified to teach in programs under these guidelines if they provide the documentation that they are currently licensed in the State of Pennsylvania as a professional nurse and can document that Clinical Experience is a planned course for students currently enrolled in the program.

1.7.1 The instructor to student ratio for classroom instruction shall not exceed a ratio of one instructor for every 20 students. The instructor to student ratio for clinical instruction shall not exceed a ratio of one instructor for every 10 students.

1.8 Curriculum Hours Form

The form lists the units of instruction and the competencies the nursing assistant and/or home health aide will master.

The curriculum shall include instruction and identification of attitudinal and psychomotor skills in order that upon completion of the program and under the supervision of a registered nurse and/or licensed practical nurse, a graduate will:

1.1 Function as an assisting member of the health team within the legal and ethical standards set forth by the health care professions as documented in their Practice Acts.

1.2 Demonstrate effective communication in keeping with their role on the clinical unit to the client and as it relates to the family, within the scope of ethical and legal behavior.

1.3 Identify the structure of the human body, its systems, and functions.

1.4 Apply the principles of basic nutrition in the preparation and serving of diets.

1.5 Maintain a safe, clean, healthful and pleasant environment.

1.6 Demonstrate the general principles of cleanliness (asepsis).

1.7 Provide for the basic physical and comfort needs of the client.

1.8 Safely perform the many routine fundamental procedures having to do with the physical, rehabilitative, recreational, and health of the client in settings where aides are employed to care for people of all ages.

1.9 Identify the psychosocial, emotional and physical process of the aspects of aging on the client as well as it relates to the family.

1.10 Demonstrate basic emergency care.

1.8.1 The applicant shall indicate on the form the number of hours devoted to teaching each competency.

1.8.2 The course shall consist of a minimum of 120 hours of instruction including a minimum of 60 hours of classroom instruction and a minimum of 60 hours of clinical instruction.

1.8.3 Return demonstrations in a classroom or laboratory setting are not included as part of the 60 hours of clinical instruction. Clinical instruction is defined as supervised on-site experience in a licensed long-term care facility and/or shadowing experience in a licensed home health care agency.

1.8.4 Classroom and clinical instruction shall be given concurrently or sequentially in as close proximity as can be scheduled.

1.8.5 Additional hours of instruction may be given, but the total number of hours of classroom and clinical instruction shall not be less than 120 hours. The reasons for additional hours of education shall be explained in a narrative. If the applicant wishes to incorporate an orientation program for prospective employees for a specific agency as part of the course, the applicant may do so and shall specify this in the narrative.

1.8.6 The course shall be completed within six months of the date of the first class, except in approved secondary vocational health occupation programs.

1.9 <u>Student Performance Checklist</u>

The applicant shall submit five (5) copies of the student performance checklist developed for each performance objective. An example of the checklist can be found in appendix A of these guidelines. In the event that the applicant changes the checklist, five copies of that checklist shall be forwarded to the Department of Education for approval prior to implementing.

1.10 Methods for Maintaining Student Records, Including Attendance Records, for Each Student

The applicant shall develop methods for maintaining student records, including attendance records, for each student. The applicant shall specify in a narrative the methods for the maintenance of student records and the types of records to be maintained, in addition to the attendance records. The applicant shall submit five copies of the narrative along with the forms that will be used. The applicant shall keep such records on file along with any other documentation as necessary to qualify the aide as a competent entry-level employee.

1.11 Evaluation Plan for Each Course

The applicant shall submit five (5) copies of a narrative which shall describe the methods and procedures for the measurement and evaluation of each course, including the procedure that will be used to evaluate effectiveness of the instruction.

1.12 Planning, Documentation, Implementation and Evaluation of Course of Study

Planning: The applicant shall have on file, the planning process which shall include advice from a current and appropriate advisory committee which shall have representation from long-term care agencies, home health care agencies, and current employees. There should also be representation on the advisory committee and from the agencies that will provide the setting for the supervised clinical education.

Documentation of the Course of Study: The instructor shall have on file, the philosophy of the program, a definition of the course, objectives of the course, units of instruction and lesson plans for facilitating the mastery of each competency and a written plan for evaluating the cognitive, psychomotor and attitudinal skills. (see samples in appendix B)

Implementation: The instructor shall document the time used in the classroom and/or laboratory and clinical agency for each competency. The responsibility of educating the student is that of the applicant which includes supervision of clinical education in the clinical agency. The decision when a student is capable of functioning as a nurse aide in a long-term care agency or as a home health aide is within the discretion of the instructor and the applicant. WHEN THE STUDENTS HAVE SUCCESSFULLY COMPLETED THE COURSE, THE APPLICANT SHALL SUBMIT TWO NOTARIZED LISTS OF THE GRADUATES (see attached form) TO THE PA DEPARTMENT OF EDUCATION; ONE WILL BE SENT TO THE PA DEPARTMENT OF HEALTH.

The applicant issues a certificate to the graduate certifying he or she has completed an approved course and is eligible to be a certified aide. Attach a copy of the certificate to the application.

1.13 Admission of Students to the Program: Selection of candidates shall not discriminate on the basis of race, color, creed, national origin, age, sex, qualified handicaps or marital status. The PA Department of Education and the PA Department of Health will comply with all state and federal laws and regulations concerning nondiscrimination. Applicants must have:

the ability to read and follow directions, an empathetic attitude toward the care of the elderly and chronically ill person, the ability to observe and record facts, the knowledge and ability to use public transportation and the ability and the maturity to deal effectively with the demands of the job. Please note: If the candidate will be working with children or in any situation where Act 244, the Child Protective Act, and Chapter 55 of Public Welfare Code for child and patient abuse will be enforced, the candidate will have to be prepared to provide evidence that they have no criminal record when they seek employment.

1.14 Applications shall be evaluated on a quarterly basis. Applications received after the beginning of the quarter (January 1, April 1, July 1, and October 1) will not be evaluated until the next quarter. The applicant shall be notified in writing of the committee's decision by the third month of the quarter. If the application is not approved, the application will not be reevaluated during the same quarter.

1.14.1 In the event the applicant's course is approved, the approval shall be granted for a period of two years. THE PENNSYLVANIA DEPARTMENT OF EDUCATION AND THE PENNSYLVANIA DEPARTMENT OF HEALTH RESERVE THE PRIVILEGE AND THE RIGHT TO MONITOR AND EVALUATE THE APPROVED PROGRAMS.

1.14.2 The approval shall be extended on a biannual basis upon written request from the applicant and five copies of the course evaluations in accordance with item 1.11. If the applicant states in the written request that there have been no changes from the original application and provides supporting documentation from a qualified advisory committee, a reevaluation of the approved course by the PA Department of Education and the PA Department of Health will not be required. However, both departments reserve the right to reevaluate any approved course on an annual basis.

1.14.3 No application or written request for approval of change and/or revision shall be evaluated until all of the required documents have been submitted to the Pennsylvania Department of Education.

1.14.4 On-site visits may be made by representatives of the Pennsylvania Department of Health when long-term care facilities and home health care agencies in the geographic area are being evaluated for compliance with those rules and regulations governing the quality of services provided.

1.15 The educational applicant and the sponsoring health care facility providing the setting for the clinical education shall maintain on file a copy of the curriculum specifying course objectives, content and the number of hours devoted to specific lessons in the classroom and the clinical instruction.

Complete this form and mail two notarized copies to the PA Department of Education five days following graduation.

PENNSYLVANIA DEPARTMENT OF EDUCATION
in cooperation with the
PENNSYLVANIA DEPARTMENT OF HEALTH

CERTIFICATION RECOMMENDATION
for the graduates of the
_____ NURSING ASSISTANT LONG-TERM CARE FACILITIES COURSE
_____ HOME HEALTH AIDE COURSE

OFFERED AT: ADDRESS

AGENCY DIRECTOR DATE STATE APPROVED HOURS: CLASSROOM _____ CLINICAL _____

NO.	NAME OF GRADUATE	ADDRESS	DAYS ABSENT	COMPLETED ALL PROCEDURES		RECOMMENDED FOR CERTIFICATION	
				YES	NO	YES	NO
1.							
2.							
3.							
4.							
5.							
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SIGNATURE OF INSTRUCTOR _____ SIGNATURE OF DIRECTOR _____ DATE _____

Commonwealth of Pennsylvania, County of _____ Date: _____ 19 ___

The director of the school and the instructor certify the above information to be true and correct to the best of their knowledge.

Subscribed and sworn to before me this _____ day of _____ 19 ___.
My commission expires _____.

_____
(Notary Public)

Sample
Student Performance Checklist

	Class-room	Lab	Clinical	Evaluation

Instructions: Enter the date instruction or information was presented to the student - date of return, demonstration in the lab and/or clinical agency. Evaluation of student performance should indicate the result of the grading process.

Functions as a member of the health care team.

1. Discusses and identifies nursing and the laws that govern the practice of nursing.
2. Maintains confidentiality.
3. Recognizes own feelings about caring for people and assisting the professional or practical nurse with the terminally ill.
4. Describes a client's rights in relation to his/her health care.
5. Describes the "Good Samaritan Law."
6. Discusses ethical code of behavior.

Demonstrates effective communications with the client.

1. Communicates effectively to clients.
2. Writes observations and/or charts using correct grammar and medical terminology.
3. Reports observations to the nurse in charge.
4. Reads and follows directions for assignments.
5. Communicates appropriately to family members.

Provides for basic physical and comfort needs.

1. Arranges client's unit and/or room in a safe manner.
2. Adjusts hospital and/or regular bed according to instruction.
3. Makes an unoccupied bed.
4. Makes an occupied bed.
5. Cleans the room and/or cleans up after doing any procedure.
6. Transfers, positions and exercises.
   a. Uses proper body mechanics when moving client or transferring client to chair, stretcher or bed.
   b. Assists client to walk using walker, crutches and/or cane.
   c. Other, etc. until all the performances are listed.

Continue listing competencies for each performance objective.

Sample Syllabus
and
Lesson Plans
for
Nursing Assisting and/or Home Health Aides Course
for
Area Vocational-Technical Schools

TITLE OF THE COURSE: Note: In approved secondary health occupations programs, give the name of the program as it is officially listed with the Department of Education.

COURSE DESCRIPTION: Example: The Health Assistant program is a cluster of courses on ancillary health occupations. The course provides instruction for the following areas: dental assisting, medical assisting, nursing assisting, home health aides, and laboratory assisting. The preparation of nurse aides and home health aides are two areas covered within the program. Instruction for nursing assisting and home health aides is a planned course covering job attitudes, ethical behavior, legal jurisprudence, leadership skills associated with National Association of Health Occupations Students of America, fundamental nursing and homemaking skills, basic science of human development, and realities of the job environment.

PLACEMENT: The instruction for nursing assistants and home health aides is taught within the total program preparing health assistants.

PREREQUISITES: The student, in order to be considered for the certification course for nursing assistants long-term care agencies and home health aides, will have the ability to: operate a microcomputer; problem solve; succeed in basic science course; get along with people, especially the elderly; function independently; follow directions and the ability to travel and use public transportation.

TIME REQUIREMENTS: The time required for the total health assistant program is 1,080 hours. The time allotted for teaching the nursing assistant and the home health aide course is 120 hours.

TEXT AND REFERENCES: Lewis, LuVerne; Fundamental Skills in Patient Care; J. P. Lippincott Company; Third Edition, 1984. Will, Connie A., Eighmy, Judith B.; Being A Long-Term Care Nursing Assistant; Robert J. Brady Company, 1983. Zucker, Elana; Being A Homemaker/Home Health Aide; Robert J. Brady Company, 1982. New Jersey's Curriculum for Ancillary Nursing Personnel.

TEACHING FACILITY _____ AVTS - Classroom and skill labs

CLINICAL AGENCY: _____ Long-Term Care Agency

_____ Home Health Agency

METHOD OF TEACHING: The teacher uses the following means to facilitate learning: discussion, lab demonstrations, films, role playing, computer assisted health occupation educational programs and supervised clinical experience and participation in HOSA activities.

METHOD OF EVALUATION: Sample: In order to pass, a student must achieve a 75% or better on written examinations and 95% or better on skill demonstrations. If the skill being tested is considered a critical technique, the score must be 100% for all the steps in the procedure. All those procedures that are designated by the instructor as being critical to performance will be shared with the student and so marked on the performance list. A student with five unsatisfactory grades from demonstrating the parts of a procedure not considered critical will not be recommended for certification. Students who earn an unsatisfactory grade in a critical technique will not be recommended for certification.

COURSE OBJECTIVES: A graduate of the program will:

1. Function as an assisting member of the health team within the legal and ethical standards set forth by the health care professions.

2. Demonstrate effective communications according to their role, along with ethical and legal behavior.

3. Identify the structure of the human body, its systems and functions.

4. Apply the principles of basic nutrition and the preparation and serving of diets.

5. Maintain a safe, clean, healthful and pleasant environment.

6. Demonstrate the general principles of cleanliness (asepsis).

7. Provide for the basic physical and comfort needs of the client.

8. Safely perform the many routine fundamental procedures having to do with the physical, rehabilitative, recreational, and health of the client as assigned by the physical therapist or professional nurse.

9. Identify the psychosocial, emotional and physical process of the aspects of aging.

10. Demonstrate basic emergency care.

UNITS OF INSTRUCTION See attached list of performance skills.

Sample Lesson Plan

Title of the Course: Nursing Assistant Long-Term Care Facility
Unit of Instruction: Functions as a Member of the Health Care Team
Time: Classroom _____ Lab _____ Clinical Site _____

Contributing Objectives	Course Content	Learning Activities
When the student has completed this unit, he/she will explain the purpose and organization of health care agencies and/or facilities and the role of the nurse aide in health care.	I. Your job as a Nursing Assistant A. Team members B. Type of work II. Job Description A. Course objectives B. Classroom and lab work C. Clinical Education III. Qualities of a Nurse Aide A. Dependability B. Integrity C. Accountability D. Attitude Etc. for each lesson.	The student will read the assignment in _____ text. Identify the members on the organizational chart for their school and the clinical agency. Recognize their role as assisting the nurse in the caring and serving of clients in the functional or team nursing way. Discusses a job description for nursing assistants and home health aides. Identifies the qualities needed to be a nurse aide. Writes the answers to a teacher prepared quiz and attains a grade of 75% or better. Introduces themselves to the team members at the clinical agency. Consistently practices proper attitude 100% of the time when in the clinical agency and demonstrates good manners with peers.